



R.D. 5 • BOX 5229 • EAST STROUDSBURG • PENNSYLVANIA • 18301
(570) 421-6931 • FAX (570) 421-6697

**SMITHFIELD SEWER AUTHORITY
JUNE 12, 2000**

RESOLUTION 1-2000

WHEREAS, the Smithfield Sewer Authority has determined that it is necessary to adopt a written Open Record/Public Record Policy specifically outlining the reproduction of those documents for the general public.

NOW, THEREFORE, BE IT RESOLVED, that the Smithfield Sewer Authority sets forth the following policy for the reproduction of public records for the general public:

- 1) No copies of any part of any application scheduled to come before the Smithfield Sewer Authority will be released by the Authority Office until said application is reviewed and discussed in a public meeting of the Authority Board. Any application may be reviewed in the office of and at the convenience of the Authority Secretary during regular business hours (9:00 a.m. to 5:00 p.m., Monday thru Friday).**
- 2) The charge for copies will be twenty-five cents (\$.25) per page (double sided pages count as two copies) as set forth in the Township's Fee Schedule.**
- 3) Any requests for copies of Authority records must be made to the Authority Secretary. If the records requested are determined to be public records, copies will be made at the convenience of the Authority Secretary, or as follows:**
 - A) If the copying requested is voluminous, the time spent by Authority Secretary to do the copying will be charged at \$15.00 per hour and is in addition to the copy charge of \$.25 per copy. A meter reading will be taken before and after the process.**
 - B) If copies of blueprints are requested, the charge will be the amount of the copy center invoice plus a \$15.00 service charge for mileage and time.**
 - C) Anyone requesting copies may bring their own copying equipment into the Township Building by making that arrangement with the Township Secretary in advance. All time spent by Authority Secretary researching the documents requested for copying will be billed at \$15.00 per hour.**

D) Anyone requesting copies may use the Township's copy machine by making the arrangement with the Township Secretary in advance. The charge is \$.25 per copy (double sided pages count as two copies). In addition, all time spent by Authority Secretary researching the documents requested for copying will be billed at \$15.00 per hour. A meter reading will be taken before and after the process.

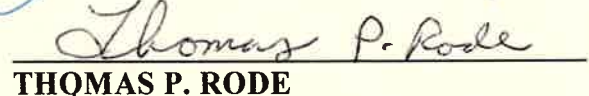
If there is a question as to what may or may not be a "public" record, the Authority Secretary will contact one of the Authority Members or the Authority Solicitor for direction. UNDER NO CIRCUMSTANCES will the personnel or payroll records of any Authority employee be open for public perusal or copying. UNDER NO CIRCUMSTANCES will financial records of the Authority be open for public perusal or copied unless a request for specific information is made to the Authority Secretary in writing. UNDER NO CIRCUMSTANCES will any interoffice memorandums be open for public perusal or copying. UNDER NO CIRCUMSTANCES is any person other than the Authority Secretary permitted to remove documents from the Authority Office for copying at a local copy center. Meeting minutes in final approved form (not draft form) can be e-mailed upon approval by the Authority Secretary.

ADOPTED this 12th day of June 2000 at a regular meeting of the Smithfield Sewer Authority.

SMITFIELD SEWER AUTHORITY


RUSSELL D. SCOTT III, CHAIRMAN


JOHN J. DURNEY, VICE CHAIRMAN


THOMAS P. RODE


VINOOS RAMSAWAK

GLEN SEGOND

(Authority Seal)

Attest:


Lois J. Turr, Assistant Secretary